

July 20, 2015

The following was sent to all program directors.



REGISTER NOW! KAERS training registration is now open

KYAE will provide trainings on enhancements to the Kentucky Adult Education Reporting System (KAERS). The training is designed for both data entry staff and data users to demonstrate the practical steps in data entry and inform adult educators how this data ensures policy compliance; is used in state, federal, and public reporting; and should be used to improve local program performance. The system has the same fundamental functions as last year, but several enhancements have been made. The scanners will now be part of this roll out, along with more emphasis on the student portal page and attendance section.

The training is designed for both data entry staff and data users. Please make sure your appropriate staff are registered for this important training. [Click here](#) for dates, directions and locations for training. Please sign up for the closest training in your area. Training will be conducted from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. local time. Choose either the a.m. or p.m. training.

Registration for KAERS training will begin on Monday, July 20. Seating is limited, so make sure to register as soon as possible.

To register, contact Tammy Powers at tammy.powers@ky.gov or (502) 573-5114, ext. 114; **e-mail is preferred**. Please specify the training session you would like to attend. Tammy will confirm your registration by e-mail.

If there is a need for a new staff, full-training, you can either have someone locally walk them through it; or you may contact Tammy Powers, let her know a new user training is needed in your area and she will schedule it with you.

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